USDA

United States
Department of Agriculture

Office of the Chief Information Officer

DN 3300-016

Commercial Wireless Technologies in USDA – Training and Development

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SUBJECT:	DATE:
Commercial Wireless Technologies in USDA – Training and Development	April 20, 2006
	OPI: Office of the Chief Information Officer, Telecommunications Management Division

CODIFICATION/EXPIRATION:
This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier.

1 PURPOSE

This Departmental Notice (DN) establishes United States Department of Agriculture (USDA) policy and the Office of Chief Information Officer (OCIO) roles and responsibilities for workforce development and training concerning commercial wireless technologies.

2 SPECIAL INSTRUCTIONS

This DN replaces DN 3300-016 dated April 20, 2005 and will be incorporated in the Departmental Manual DM 3300 within the next six months.

3 POLICY

USDA will develop and provide ongoing training for a commercial wireless workforce in order to promote consistency and improvement in the overall management of wireless technologies throughout the Department. OCIO will lead the Department in identifying training requirements, setting wireless training priorities, and obtaining resources for workforce development across the broad range of existing and emerging wireless technologies.

4   APPLICABILITY AND SCOPE

This notice applies to all USDA agency and staff office personnel, including non-government personnel authorized to use USDA wireless networks.

It applies to all commercial wireless devices, services and technologies that transmit voice and data including video. This also includes portable electronic devices (PED) such as laptop computers with wireless capability, cellular/personal communications system (PCS) devices, personal digital assistants (PDA), paging devices, Global Positioning System (GPS) receivers, Radio Frequency Identification Devices (RFID), fixed telemetry devices, and any other commercial wireless devices capable of storing, processing, or transmitting information. Services include Wireless Local Area Network (LAN), Wireless Wide Area Network (WWAN), and Personal Area Network (PAN). This policy does not address classified communications.

5   REFERENCES

Congress, *Information Technology Management Reform Act (ITMRA or the Clinger-Cohen Act), Section 5112 – Capital Planning and Investment Control, Training. 1996.*

USDA, *Office of Procurement and Property Management, DR 5001 – Acquisition, Workforce Training, Delegation and Tracking System.* September 30, 2003

US Congress, *5 U.S.C. 552, Freedom of Information Act (FOIA),* Fall 1996.

6   DEFINITIONS

a   <u>Collaborative Programs.</u> Joint ventures between two or more organizations for sharing information, ideas, views, and costs to reduce technology risks and lower costs.

b   <u>Subject Matter Expert</u>. Subject Matter Expert (SME) is an individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization. A SME might be a software engineer, a systems engineer, a helpdesk support operative, an accounts manager, a scientific researcher, or a TMACO.

c   <u>Wireless Equipment/Devices</u>. Physical hardware capable of transmitting or receiving information across a wireless medium.

d   <u>Workforce Development</u>. A focused effort to improve and standardize the knowledge, skills, and abilities of Federal employees.

e   <u>Workforce Development Plans.</u> A plan or plans that prescribe courses and related on-

the-job units of instruction based on USDA's wireless requirements. Staff use the plan to annotate their training schedule and to document the completion of formal and on-the-job training.

7   ROLES AND RESPONSIBILITIES

a   The USDA Chief Information Officer will:

(1)   Align information management and information technology workforce development plans with the USDA strategic plan; the USDA Enterprise Architecture standards; USDA telecommunications standards; the President's Management Agenda; and Federal regulations and policy guidelines promulgated by the Office of Management and Budget (OMB), the National Telecommunications and Information Administration (NTIA), the Federal CIO Council, the Department of Homeland Security, the National Institute of Standards and Technology (NIST), and the National Security Agency (NSA);

(2)   Integrate wireless workforce development into IRM and Cyber Security training programs;

(3)   Set priorities for USDA wireless workforce development based on business requirements; and

(4)   Obtain the financial and human resources necessary to implement OCIO programs, projects and activities for wireless workforce development including Security Awareness Training;

b   The USDA Associate Chief Information Officer (ACIO) for Telecommunications will:

(1)   Identify wireless training needs throughout the Department;

(2)   Provide guidance to Agency programs for the integration of wireless technologies into existing workforce development programs;

(3)   Encourage the development of subject matter expertise to cover a broad range of operational environments and issues including, but not limited to: normal operations, emergency response, disaster planning, life-cycle management, intrusion detection services, anti-virus services, and appropriate security measures; and

(4)   Develop strategies and programs for wireless workforce development.

(5)   Provide wireless training online, through the USDA AgLearn program whenever feasible.

8   INQUIRIES

Direct all questions concerning this notice to the Telecommunication Policy and Planning Division, Telecommunications Services and Operations, Office of the Chief Information Officer.